

30 JUL 1970

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Office of Records Management
National Archives and Records Service
General Services Administration
Washington, D. C. 20408

Dear Sirs:

In response to GSA Bulletin FPMR B-23 of July 2, 1970, you are advised that [REDACTED] will continue to provide the necessary liaison with the National Archives and Records Service on records management matters including forms management.

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Assisting him with the Government Standard and Optional Forms is [REDACTED] Chief, Forms Management Branch. Either [REDACTED] may be reached on Code 143, ex-[REDACTED] Mail may be addressed to either of them at the Central Intelligence Agency, Washington, D.C. 20505.

Sincerely,

[REDACTED]
Special Assistant to the
Deputy Director
for Support

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DDS/SSS/HRW:hxf (30 July 1970)

Distribution:

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1-SSS Subject
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1970
GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C. 20405

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2572 May.

July 2, 1970

GSA BULLETIN FPMR B-23
ARCHIVES AND RECORDS

TO: Heads of Federal Agencies

SUBJECT: Standard and Optional Forms program liaison representatives

1. Purpose. This bulletin requests a current listing of agency liaison representatives and alternates for the Standard and Optional Forms Program. This program is described under FPMR 101-11.8.
2. Expiration date. This bulletin expires August 31, 1970.
3. Background. Changes in agency programs, new legislation, and the expanded use of electronic computers and communication systems are having a major impact on the Government's Standard and Optional Forms Program. Consequently, increased emphasis will be given this program for the optimum use of Standard and Optional forms for interagency use. The key individual involved is the agency Standard and Optional forms liaison representative. The person designated by the agency to perform this function should have the ability to help agency officials in the analysis of forms to ensure that they effectively complement the procedures involved. Of equal importance is the necessity for the representative to be in a position to obtain prompt reviews and clearances. It is essential that the National Archives and Records Service, GSA, have a complete and correct list of such designees.
4. Action. In accordance with FPMR 101-11.810, each agency is requested to furnish by July 31, 1970, the name, title, address, and telephone number of its Standard and Optional forms liaison representative, and an alternate, to the Office of Records Management (NRP), National Archives and Records Service, General Services Administration, Washington, DC 20408. Any subsequent changes in the liaison representative and alternate designations should be reported promptly.

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James B. Rhoads
JAMES B. RHOADS

Archivist of the United States